

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE  
at CHATTANOOGA

\_\_\_\_\_, )  
 )  
 )  
 *Plaintiff(s),* )  
 )  
 )  
 v. ) **No.** \_\_\_\_\_  
 ) ***Judge Susan K. Lee***  
 )  
 \_\_\_\_\_, )  
 )  
 )  
 *Defendant(s).* )

**SCHEDULING ORDER**

1. **Introduction:** Pursuant to Fed. R. Civ. P. 16(b) a scheduling conference was held in this cause on \_\_\_\_\_. Present representing the plaintiff was attorney \_\_\_\_\_. Present representing the defendant was attorney \_\_\_\_\_. The following action was taken.

2. **Jurisdiction:** In this case, the subject matter jurisdiction of the Court has been invoked pursuant to 28 U.S.C. § \_\_\_\_\_, and [**is -or- is not**] in dispute.

3. **Consent to Magistrate Judge:** The parties have consented that all proceedings in this case may be conducted by United States Magistrate Judge Susan K. Lee in accordance with 28 U.S.C. § 636(c).

4. **Settlement / Alternative Dispute Resolution:**

(a) The possibility of settlement is \_\_\_\_\_ at this time.

(b) The parties will discuss the possibility of utilizing the Federal Court Mediation Program. They will notify the Court on or before \_\_\_\_\_, 200 \_\_\_\_ as to whether they think the Federal Court Mediation Program can aid in resolving this case. Letters should be sent to the attention of Geneva Ashby, U.S. District Court, P. O. Box 591, Chattanooga, Tennessee 37401.

5. **Disclosure and Discovery:**

(a) **Fed. R. Civ. 26(f) Meeting:** The parties have held a discovery planning meeting as required by Rule 26(f).

-- or --

The parties will hold a discovery planning meeting as required by Rule 26(f) on \_\_\_\_\_ at \_\_\_\_\_ m. The location of this meeting will be \_\_\_\_\_.

(b) **Discovery Plan:** The parties have filed with the Court a discovery plan in accordance with Rule 26(f).

-- or --

At the Rule 26(f) meeting, the parties shall develop a discovery plan and file it with the Court within ten (10) days after said meeting. This discovery plan shall conform to the provisions of Fed. R. Civ. P. 26(f).

(c) **Initial Disclosures:** The parties shall make all disclosures required by Rule 26(a)(1) on or before \_\_\_\_\_. Initial disclosures shall be made in a manner to ensure that the following deadlines will be met.

-- or --

The parties have made all disclosures required by Rule 26(a)(1).

(d) **Expert Testimony:** Disclosure of any expert testimony in accordance with Fed. R. Civ. P. 26(a)(2) shall be made by all parties on or before \_\_\_\_\_. Disclosure of any rebuttal expert testimony in accordance with Fed. R. Civ. P. 26(a)(2) shall be made by all parties on or before \_\_\_\_\_.

(e) **Final Witness List:** On or before \_\_\_\_\_, the parties shall provide to all other parties a final witness list in accordance with Fed. R. Civ. P. 26(a)(3)(A). Within five (5) days after service of this final witness list, the list may be supplemented. After that time, the list may be supplemented only with leave of the court and for good cause.

(f) **All Discovery:** All discovery, including the taking of depositions "for evidence" shall be completed by \_\_\_\_\_.

(g) **Pretrial Disclosures:** On or before \_\_\_\_\_, the parties shall make the pretrial disclosures specified in Fed. R. Civ. P. 26(a)(3)(B) and (C). (Deposition testimony

and exhibit list). All deposition testimony to be offered into evidence must be disclosed to all other parties on or before this date.

(h) **Courtroom Technology**: On or before \_\_\_\_\_, the parties shall disclose, to one another and to the Court, technology they intend to use in the courtroom during the trial and how they intend to use it (e.g., display equipment; data storage, retrieval, or presentation devices). This disclosure shall list (1) equipment they intend to bring into the courtroom to use, and (2) equipment supplied by the Court the parties intend to use. The parties shall confirm the compatibility/viability of their planned use of technology with the Court's equipment.

**6. Other Scheduling Matters:**

(a) **Joinder of Parties**: If any party wishes to join one or more additional parties, such joinder shall be made by \_\_\_\_\_.

(b) **Dispositive Motions**: All dispositive motions under Fed. R. Civ. P. 12 and all motions for summary judgment pursuant to Fed. R. Civ. P. 56 shall be filed as soon as possible, but no later than \_\_\_\_\_. The failure to timely file such motions will be grounds to summarily deny them.

(c) **Motions in Limine**: Any motions in limine must be filed no later than \_\_\_\_\_.

(d) **Proposed Findings of Fact and Conclusions of Law for Nonjury Trial**: The parties shall submit to the Court proposed findings of fact and conclusions of law, which shall be supported by citations of authority in accordance with Local Rule 52.1, no later than \_\_\_\_\_. Proposed findings of facts shall contain a jurisdictional statement, identify the parties, and set out the facts in the chronological order the particular party intends to prove at trial. Conclusions of law should be concise with appropriate citations of authority pursuant to Local Rule 7.4. Conclusions of law should not be argumentative. A copy of the prepared proposed findings of fact and conclusions of law should be sent as an electronic mail attachment in Word Perfect or Word Perfect-compatible format to *lee\_chambers@tned.uscourts.gov*.

-- or --

**Special Requests to Instruct for Jury Trial**: Pursuant to Local Rule 51.1, requests for jury instructions shall be submitted to the Court no later than \_\_\_\_\_, and shall be supported by citations of authority pursuant to Local Rule 7.4. A copy of the prepared jury instructions should be sent as an electronic mail attachment in Word Perfect or Word Perfect-compatible format to *lee\_chambers@tned.uscourts.gov*.

7. ***Final Pretrial Conference:*** A final pretrial conference will be held in this case on \_\_\_\_\_ at \_\_\_\_\_ m. before the United States Magistrate Judge, Room 401 U.S. Courthouse, 900 Georgia Avenue, Chattanooga, Tennessee. The parties shall prepare and submit a final pretrial order to the Court on or before the date of the final pretrial conference.

8. ***Trial:*** The trial of this case will be held before the United States Magistrate Judge \_\_\_\_\_ **[With/Without Jury]** beginning on \_\_\_\_\_. The trial is expected to last \_\_\_\_\_ day(s). Counsel shall be present at **9:00 a.m.** to take up any preliminary matters which may require the Court's attention. The parties shall be prepared to commence trial at **9:00 a.m.** on the date which has been assigned. If this case is not heard immediately, it will be held in line until the following day or anytime during the week of the scheduled trial date. **SHOULD THE SCHEDULED TRIAL DATE CHANGE FOR ANY REASON, THE OTHER DATES CONTAINED IN THIS ORDER SHALL REMAIN AS SCHEDULED. SHOULD THE PARTIES DESIRE A CHANGE IN ANY OF THE OTHER DATES, THEY SHOULD NOTIFY THE COURT AND SEEK AN ORDER CHANGING THOSE DATES.**

**SO ORDERED.**

**ENTER:**

---

SUSAN K. LEE  
UNITED STATES MAGISTRATE JUDGE